

## BOARD OF SELECTMEN

### Minutes of

December 3, 2007

Chairman McArdle called the meeting to order at 7:30PM. Board members present in addition to Chairman McArdle were Richard Gandt, Steve Clark, and Dick Carlson. Boyd Jackson was absent. Of the Selectmen's staff, Town Administrator Virginia Wilder, & Board Secretary Donna Rich, were in attendance. Other persons present were Jane Schraffa and Evleyn Hammond of the Topsfield Cable. Also present were Faye Raynard of the Village Reporter, Brendan Lewis of the Tri-Town Transcript, George Anderson and Joel Larson.

**Announcements:** Chairman McArdle announced that the Board would go into executive session at the end of the meeting to discuss the Dispatcher, Highway/Water and Park & Cemetery union contracts, and Town v. Bernstein and would not return to open session.

### **Appointment:**

**7:30 PM – Street Sign Winners** – Chairman McArdle welcomed Heidi Bond to address the Board. Mrs. Bond came to announce the winners of the second round of Street Sign for Scholarships. Ms. Bond recapped the second round stating that there were twenty-eight streets up for bid, twenty-two bids came in for fourteen different streets. The winners are as follows:

John Beard, Rowley	Boxford Road	\$30.30
The Stys Family, Topsfield	Cleary Lane	\$51.00
Sue Caples, Topsfield	Forrest Road	\$35.00
Leo Budilovsky, Topsfield	Howlett Street	\$25.00
Derek Gustafson, Topsfield	Kinsman Lane	\$30.00
Name not published by request	Millbrook Lane	\$30.00
Steve Blanchard, Topsfield	Normandy Row	\$32.00
Jane Schraffa, Topsfield	Parsonage Lane	\$26.00
Martha Beck, Topsfield	Pemberton Road	\$30.00
Peggy Holloway, Topsfield	Pine Ridge Road	\$30.00
Joseph Cole	Salem Road	\$28.00
Lennie Papalardo, Salem	Salem Road	\$10.00
Bob Baker, Danvers	Summer Street	\$51.00
Lennie Papalardo, Salem	Washington Street	\$10.00
	Total to benefit the Scholarship Fund:	<b>\$691.30</b>

There is a two way tie for Colrain Road and the individuals have been contacted to submit another bid. The winner of Colrain Road will be announced at the next Board of Selectmen's meeting. Mrs. Bond will contact all the winners.

**Selectmen Minutes:** Selectman Gandt made the motion to accept the minutes of November 19, 2007 as written; seconded by Selectman Clark; so voted 4-0. Selectman Gandt made the motion to accept the minutes of November 19, 2007 Executive Session and to hold until all issues have been resolved, seconded by Selectman Clark, so voted 4-0.

### **OLD BUSINESS:**

Town Hall Building Committee Report: Ms. Wilder has been in contact with National Grid. A representative of National Grid will be meeting with Ms. Wilder to discuss an energy audit of Town Hall. Chairman McArdle stated that further discussion of the Report should be held until Selectman Jackson is present. There was some discussion regarding different recommendations in the report with regard to obtaining information on the cost of further analysis of those health and safety issues as well as refining the cost estimates for the various options within the report. The Board agreed that more information would be needed prior to making any decisions on which option to pursue.

**NEW BUSINESS:**

2008 Liquor License Renewals: Selectman Gandt made a motion to renew James H. Gilford, doing business as Gil's Grocery, at 36 Main Street 2008 Liquor License, seconded by Selectman Clark, so voted 4-0. Selectman Gandt made a motion to renew New Meadows Market LLC at 19 Main Street 2008 Liquor License, seconded by Selectman Clark; so voted 4-0.

Common Victualler License Renewals: Selectman Carlson made a motion to approve the 2008 applications for Common Victualler Licenses for the following:

Foti Qirjozi: Alex's Roast Beef, Pizza & Seafood

Therese Lee Carabillo: New Meadows Market LLC

Beth Marcos Doherty: Topsfield Bagel Bakery dba Corner Café & Bakery

Frank Iovanella: New Meadows Golf Club Inc

Vasil W. Qirici: Daybreak Café

Lumbro Theodorou: Topsfield House of Pizza

Seconded by Selectman Clark; so voted 4-0.

Request from Mrs. Rytman to gift the parcel at 45 Bare Hill Rd to the Town: Chairman McArdle noted that this is 3.46 acres of wetlands which borders Town owned land and also Essex County Greenbelt property. Selectman Carlson made a motion for the request to be referred to the Conservation Commission, Greenbelt and Planning Board, seconded by Selectman Clark; so voted 4-0. Chairman McArdle asked Ms. Wilder to forward the information to them.

Opening of the 2008 Warrant and closing on March 3, 2008: Selectman Carlson voted to open the 2008 Warrant and close the same on March 3, 2008, seconded by Selectman Gandt; so voted 4-0.

Washed Concrete Sand: Chairman McArdle made a motion to award a contract to Torromeo Industries Inc of Methuen, MA, for Washed Concrete Sand at the unit price of \$11.25 per ton not to exceed \$20,000 for FY08 to be used for winter snow and ice operations by the Highway Department, seconded by Selectman Gandt; so voted 4-0.

Potassium Hydroxide: Selectman Carlson made a motion to award a contract to Monson Companies of Leominster, MA for the purchase and delivery of 45% by weight Potassium Hydroxide solution up to a quantity of 12,000 gallons and not to exceed \$24,999 for FY08 to be used by the Water Department, seconded by Selectman Clark; so voted 4-0.

One Day Liquor License: Selectman Gandt made a motion to grant a one-day liquor license to the Topsfield Fire Fighters Relief Association who is sponsoring the Town Employee Holiday Celebration to take place on December 13, 2007 at the Commons from 5 – 9 PM and to waive the 30 day requirement, seconded by Selectman Carlson; so voted 4-0.

FY2009 FinCom Guidelines: Chairman McArdle stated that Selectman Jackson requested that discussion be deferred till next meeting, all agreed. Selectman Gandt read the guidelines set forth by the Finance Committee at the November 29, 2007 meeting.

**Town Administrator's Report:**

Please see attached report.

**Correspondence & Reports**

Correspondence

- Letter from Zoning Board of Appeals to Inspector of Buildings regarding non-compliance issues at 53 Main St. Selectman Clark asked that the Building Inspector be asked to respond to the issues.
- Kopleman & Paige has sent a memo regarding use of Community Preservation Act Funds. Note: Topsfield currently does not participate in the CPA program.
- MIIA has approved a Loss Control Grant of \$670 for Park & Cemetery for a fireproof cabinet.
- Board of Assessors has submitted the approved Tax Recapitulation and Rate for FY08 . Tax rate is set at \$12.02 per \$1,000 for FY08.
- Rail Trail Committee has submitted a response to the Coalition for Neighborhood Information's 10/29/07 presentation; the response has been forwarded to the newspapers. Selectman Gandt asked for the response to be sent to Mr. Morgan of the Coalition for Neighborhood Information.
- William Whiting, Cable TV Advisory Committee Chairman has submitted a letter recommending the Selectmen sponsor a Town Issue Debate on the proposed Rail Trail Project. Chairman McArdle noted that this has already been discussed with the Town Moderator and plans for the debate are in progress.
- Weston & Sampson has submitted the Fall 2007 Semi-Annual Environmental Monitoring on the Landfill. Chairman McArdle stated that the full report is available at the Board of Selectmen's Office.
- Letter received from Leslie Pazura of 15 John's Lane regarding the erratic reading from their new water meter.

Reports

- Conservation Commission-2 CoC's for 96 Parsonage Lane, Emergency Certification for 5 Maple Lane, AOoC for 14 Arrowhead Rd, DoA for 9 River Rd, ByLaw OoC for 18 Prospect St were submitted.
- Council on Aging minutes of October 9, 2007 were submitted.
- Finance Committee minutes of November 19, 2007 were submitted.

**Warrants:** The Selectmen signed and approved warrants in the amount of **\$ 403,747.10**. The breakdown is as follows:

Warrant #FY:	
045T	\$ 69,885.16
045	\$ 216,095.89
046	\$ 117,766.05

At 8:27 PM, Chairman McArdle entertained a motion to go into executive session to discuss the Dispatcher, Highway/Water and Park & Cemetery union contracts, and Town v. Bernstein, Selectman Clark seconded motion. A yes vote was recorded for Selectmen Carlson, Selectmen Gandt, Selectmen Clark and Chairman McArdle. The Board would not return to regular session. Virginia Wilder and Donna Rich were present also.

Respectfully submitted,

Donna Rich, Secretary  
Selectmen's Office

*Approved as amended at the December 17, 2007 Board of Selectmen's meeting.*